

Special Consultants

Policy

It is the policy of the DGS that a Special Consultant may be used for non-recurring expert service, if standards 1, 2 and 3 below **are justified on the Request for Personnel Action (RPA)**:

1. The duration of the work is less than nine months, or it is less than the equivalent of nine months' full-time employment within a 12-month period.
2. The work is of a professional or technical character.
3. Specialized skills and knowledge are required, which are not available within existing classes in State service. While there may be classes that include the general background needed, they lack the very specialized expertise to meet the particular need.

Note: Careful judgment is required in determining whether Standard "3" is met. Special Consultant should be authorized **only** to obtain bona fide expertise or specialized consultation not obtainable by using existing classifications and eligible lists. In some cases it should be possible for departments to obtain specialized services from other State agencies under interagency agreements rather than through use of Special Consultants. Finally, any individual hired as a Special Consultant **must** have a background that matches the justification for the use of the class.

Professional defined

Professional is defined as engaged in a profession or engaging in as a profession or means of livelihood.

Technical defined

Technical is defined as characterizing or showing skill in or specialized knowledge of applied arts and sciences.

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Special Consultants, Continued

**Procedure
for the use
of special
consultant**

All requests for Special Consultant allocations must meet the standards and guidelines outlined in this section. Refer to Classification and Pay Guide Section 340 for complete discussion.

Step	Action
1	<p>The requesting office prepares and submits a Request for Personnel Action (RPA), which shall include:</p> <ul style="list-style-type: none">• A justification supporting the use of the Special Consultant class including:<ul style="list-style-type: none">➤ what services are to be accomplished by the Special Consultant;➤ a description of the specialized skills and knowledge needed which are not available within State service or through an interagency agreement; and➤ verification that the need for the Special Consultant will not exceed nine months• The duration of the appointment (may not exceed 9 months in a 12-month period), the recommended time base, and the salary rate (including justification for the proposed salary)• A standard application (Form 678) completed by the individual to be appointed, including salary history information (selection should follow a minimum of an application review and an oral interview)• A summary of the recruitment efforts made during the selection process• An essential functions duty statement• A current and proposed organization chart
2	<p>The Classification and Pay (C&P) Analyst reviews the RPA package and processes in accordance with RPA procedures.</p>

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Resources The following table depicts the resources available.

RESOURCE	SECTION
Laws and Regulations http://www.dpa.ca.gov/statesys/dpa/laws.htm http://www.dpa.ca.gov/statesys/dpa/oalrules.htm	GC 18529, 19058, 19059, SPB Rule 265
Classification and Pay (C&P) Guide	340
Selection Manual	3600, 3900
Personnel Management Policy and Procedures Manual (PMPPM)	210
Responsible Control Agency and/or Program	DPA, SPB
